



Women, Infants & Children Program
Utah Department of Health
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POLICY MEMO

Memo #: 2011-13-P Effective: Immediately

Date: 08/04/11

Subject: New revision of the VISION Policy and Procedure Manual

To: All Local WIC Directors and Local WIC Clinic Staff

From: Chris Furner, Program Manager

Attached along with this memo is a new revision of the VISION Policy and Procedures Manual. This new revision carries a date of August 4, 2011. The new revision supersedes the June 01, 2011 revision that is printed in the VISION training binders. The updated policy manual will also be posted to the Utah WIC website as soon as possible next week.

The VISION policy manual is subject to additional changes as needed until it is incorporated into the regular P&P next year.

The following changes, additions or deletions were made; new text is highlighted in yellow:

- Section A. Definitions, The definition of the “Used” void code was removed and replaced with, “*The ‘Used’ void code will not be utilized in the VISION system*”. The “Used” void code will be deactivated in the system on 8/11/11.
- Section E.10, the following text was deleted, “*When voiding checks with a ‘U’ used void code, the clinic will document the formula or food calculations as described in the P&P in the Comments/Alerts screen. (Refer to webinar 08 Food Benefits).*”
- Section E.12, the following text was deleted, “*and then void as ‘Used’ the FI that was redeemed at the retailer but has no redemption record for the returned formula.*”
- Section C.5, clarification added that, “*Provisional Certification is not possible nor allowed for transfers. In state and out of state transfers must provide proof of identity and residency.*”
- Section C.12, Item added to the table of scanned documents. When screen prints are done in the event the signature pad malfunctions or is not available, the screen print that is scanned should be titled “NoSigPad” as an abbreviation. (Refer also to Section E.9).

- Section C.13, this section was added. The section provides a policy change and instructions regarding self declared income for adjunct eligible persons. The appendix item on this subject was removed.
- Section E.4, text added, *“The clinic staff should ensure that the food instrument/cash-value voucher prescription is appropriate for the participant. If the food item(s), quantity, description, or MICR line is not accurate for issuance to the WIC participant, the clinic cannot issue the food instrument/cash-value voucher and the clinic should immediately contact the State WIC office.”*
- Section E.5, policy and instructions were added regarding using check stock inventory adjustments to transfer check stock inventory to small satellite clinics who do not normally receive check stock shipments from the state.
- Section G.5 clarification was added that as was done with the WICNU system, clinic staff should view the Intrastate Dual Participation screen within the Operations menu and resolve any possible duals on a daily basis.
- Section D, clarification added regarding risk assignment between certification appointments.
- Section H.2(e), clarification added regarding spreading formula cans across FIs.
- Section K.4, clarification added that, *“For returned electric breast pumps (under Serialized Inventory Item Disposition) select from the drop down reasons; follow the current procedure for lost stolen or damaged pumps by calling the state office.”*